

U.S. Department of Education

Office of Postsecondary Education

Washington, D.C. 20006-8510



APPLICATION FOR GRANTS UNDER THE TRAINING PROGRAM FOR FEDERAL TRIO PROGRAMS (CFDA NUMBER: 84.103A)

Form Approved

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CLOSING DATE - April 5, 2002

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Dear Applicant:

Thank you for your interest in applying for a grant under the Training Program for Federal TRIO Programs (Training Program). This letter highlights some items in the application package that will be important to you in applying for a grant under this program. Please read carefully the entire application package before you prepare your application.

The forms and instructions necessary for preparing an application are provided in the package as are a copy of the “Notice Inviting Applications for New Awards”, a copy of the Training Program legislative authority – Sections 402A and 402G of the Higher Education Act, of 1965, as amended, and a reprint of the program regulations.

Please note the following provisions:

1. Eligible applicants include institutions of higher education, public and nonprofit private agencies and organizations.
2. All applicants for multi-year awards must provide detailed budget information for the total grant period requested. The Department will negotiate the funding levels for each year of the grant award at the time of the initial award. Your submission of detailed budget information in the initial application covering the total project period eliminates the need for extensive non-competing continuation applications in the remaining project year. An annual performance report will be used in place of the continuation application to determine progress.
3. All applicants are requested to adhere to the **Part III, Program Narrative limitation of fifty (50) pages**. Applications that exceed this number will not be reviewed and will be returned to the applicant. You should also follow the format for Part III – Program Narrative that is provided in the application package. While you are required to submit a signed original application and two (2) copies, your voluntary submission of a **signed original application and three (3) copies would help to expedite the review process**.
4. Currently funded Training Program grantees should note that prior experience will be assessed for Program Years 1998-99, 1999-00 and 2000-01.

Page 2 – Dear Applicant

The application must be postmarked or hand delivered on or before the deadline date of . Detailed mailing instructions are provided in the “Application Transmittal Instructions”. Applications submitted late will not be accepted. The Department is required to enforce the established deadline to ensure fairness to all applicants. No changes or additions to the applications will be accepted after the deadline date.

For additional information regarding this application package, please contact Patricia S. Lucas or Virginia Mason of the Office of the Federal TRIO Programs, U.S. Department of Education by telephone at (202) 502-7600, by Internet at TRIO@ed.gov or by mail at (1900 K Street, NW, 7th Floor) Washington, D.C. 20006-8510, ATTN: CFDA 84.103.

Sincerely,

Wilbert Bryant
Deputy Assistant Secretary
for Higher Education Programs

4000-01-U

DEPARTMENT OF EDUCATION

(CFDA No. 84.103A)

Office of Postsecondary Education

Training Program for Federal TRIO Programs

(Training Program)

Notice inviting applications for new awards for fiscal year
(FY) 2002.

PURPOSE OF PROGRAM: To improve the operation of projects funded under the Federal TRIO Programs, the Training Program provides grants to train staff and leadership personnel employed in, participating in or preparing for employment in, projects funded under those programs.

ELIGIBLE APPLICANTS: Institutions of higher education; and other public and private nonprofit institutions and organizations. We suggest that applicants read the "Dear Applicant letter" included in the application package before completing the Training Program application.

APPLICATIONS AVAILABLE: February 15, 2002.

DEADLINE FOR TRANSMITTAL OF APPLICATIONS: April 5, 2002.

DEADLINE FOR INTERGOVERNMENTAL REVIEW: June 10, 2002.

ESTIMATED AVAILABLE FUNDS: The Administration has set aside \$6,325,000 for this program for FY 2002.

ESTIMATED RANGE OF AWARDS: \$170,000 - \$290,000.

ESTIMATED AVERAGE SIZE OF THE AWARDS: \$250,000.

ESTIMATED NUMBER OF AWARDS: 15 - 26.

PROJECT PERIOD: Up to 24 months.

Note: The Department is not bound by any estimates in this notice.

PAGE LIMIT: The application narrative (Part III of the application) is where you, the applicant, address the selection criteria that reviewers use to evaluate your application. You must limit Part III to the equivalent of no more than 50 pages using the following standards:

- A "page" is 8.5" x 11", on one side only, with 1" margins at the top, bottom, and both sides.
- Double space (no more than three lines per vertical inch) all text in the application narrative, including titles, headings, footnotes, quotations, references, and captions, as well as all text in charts, tables, figures, and graphs.
- Use a font that is either 12 point, or larger or no smaller than 10 pitch (characters per inch).

The page limit does not apply to Part I, the cover sheet; Part II, the budget section, including the narrative budget justification; Part IV, the assurances and certifications; or the one-page abstract, the resumes, the

bibliography, or the letters of support. However, you must include all of the application narrative in Part III.

We will reject your application if—

- You apply these standards and exceed the page limit;

or

- You apply other standards and exceed the equivalent of the page limit.

APPLICABLE REGULATIONS: (a) The Education Department General Administrative Regulations (EDGAR) in 34 CFR parts 74, 75, 77, 79, 82, 85, 86, 97, 98, and 99; and, (b) The regulations for this program in 34 CFR part 642.

PRIORITIES: Under 34 CFR 75.105(b), this competition focuses on projects designed to meet one of the following nine priorities (34 CFR 642.34 and 20 U.S.C. 1070a-17(b)(4)).

- 1) Legislative and regulatory requirements for the operation of the Federal TRIO Programs.
- 2) Student financial aid.
- 3) The design and operation of model programs for projects funded under the Federal TRIO Programs.
- 4) Use of educational technology.
- 5) General project management for new directors.
- 6) Retention and graduation strategies.
- 7) Counseling.

8) Reporting student and project performance.

9) Coordinating project activities with other available resources and activities.

An applicant can submit only one application per priority. A single application cannot address more than one priority.

Under 34 CFR 75.105(c)(2)(i) we award up to an additional 8 1/3 points to an application, depending on how well the application meets one of the priorities listed under the PRIORITIES section of this notice.

FOR APPLICATIONS AND FURTHER INFORMATION CONTACT: Virginia Mason, Training Program for Federal TRIO Programs, U.S. Department of Education, Office of Federal TRIO Programs, 1990 K Street, NW, Suite 7000, Washington, DC 20006-8510. Telephone: 202-502-7600 or via Internet:

virginia.mason@ed.gov

If you use a telecommunications device for the deaf (TDD), you may call the Federal Information Relay Service (FIRS) at 1-800-877-8339.

Individuals with disabilities may obtain this document in an alternative format (e.g., Braille, large print, audiotape, or computer diskette) on request to the program contact person listed under FOR APPLICATIONS AND FURTHER

INFORMATION CONTACT.

Individuals with disabilities may obtain a copy of the application package in an alternative format by contacting that person. However, the Department is not able to reproduce in an alternative format the standard forms included in the application package.

Electronic Access To This Document

You may view this document, as well as all other Department of Education documents published in the Federal Register, in text or Adobe Portable Document Format (PDF) on the Internet at the following site:

www.ed.gov/legislation/FedRegister

To use PDF you must have the Adobe Acrobat Reader, which is available free at this site. If you have questions about using PDF, call the U.S. Government Printing Office (GPO), toll free, at 1-888-293-6498; or in the Washington, DC, area at (202) 512-1530.

Note: The official version of this document is the document published in the Federal Register. Free Internet access to the official edition of the Federal Register and the Code of Federal Regulations is available on GPO Access at:

<http://www.access.gpo.gov/nara/index.html>

PROGRAM AUTHORITY: 20 U.S.C. 1070a-17.

Dated:

Kenneth W. Tolo,
Acting Deputy Assistant Secretary for
Policy, Planning and Innovation,
Office of Postsecondary Education.

Competitive Priority for Fiscal Year 2002

The Department of Education is interested in funding TRIO Training projects to provide training for staff and leadership personnel employed in, participating in or preparing for employment in the Federal TRIO Programs. The purpose of the training is to improve to operation of the programs and projects authorized in the TRIO legislation. In addition to the five subject areas required under Section 402(G) of the Higher Education Act (HEA) of 1965, as amended, the program regulations permit the Secretary to establish for each grant competition a list of other subject areas for priority funding consideration. An application that proposes to address any of the subject areas listed may be given competitive preference in the competition.

The application may receive up to 8 1/3 priority points based on the evaluators' judgments regarding the extent to which the proposed project will provide effective training that addresses the identified needs. Applications that do not address one of these 9 subject areas will be evaluated but are not eligible to receive the points under the competitive priority.

In accordance with the authorizing statute, the Department is required to fund at least one applicant that proposes to provide training annually under the five subject areas listed below:

General Project Management for New Directors. Applicants submitting applications under this subject area must be able to offer training in the myriad of areas that impact effective project management, including but not limited to the following areas:

- Program specific legislation and regulations;
 - The Education Department General Administrative Regulations (EDGAR);
 - Government Performance and Results Act (GPRA) and the specific performance indicators for the TRIO programs;
 - Developing, implementing and revising project objectives that are measurable and outcome oriented;
 - Conducting summative and formative evaluations;
 - Using technology for management and educational purposes;
 - Establishing meaningful partnerships; and
 - Identifying and implementing best practices for providing services to students.
- Budget management.

Applicants should also discuss training designed to foster participation by the project directors and offer techniques for self and peer evaluation of current project management practices. Training on this subject area must only be offered to directors with less than 2 years of tenure in the position.

Legislative and Regulatory Requirements for Operation of the Federal TRIO Programs. Comprehensive and intensive training on the specific legislative and regulatory requirements of the TRIO programs must be offered by the Department. Applicants must demonstrate knowledge of the legislation as well as the regulations that govern the TRIO programs including the Education Department General Administration Regulation (EDGAR). Potential trainers must be able to show the interrelationship of program specific legislation and program regulations and the importance of understanding EDGAR for the successful administration of a TRIO project or projects. Special emphasis should be devoted to sound budget management, excessive drawdown, prior experience and Grant Aid under Student Support Services. Exercises designed to assess the level of knowledge of the TRIO personnel targeted for training should also be addressed.

Student Financial Aid. The Secretary seeks to fund training projects designed to equip TRIO directors and staff with the information and skills needed to assist disadvantaged students in receiving adequate financial aid to enroll in postsecondary education institutions of their choice. Although TRIO projects effectively help students overcome social, cultural and academic barriers to higher education, most TRIO students need substantial financial assistance in order to pursue postsecondary education. Thus, TRIO directors and staff need to be knowledgeable of the wide range of Federal, state, institutional, and private aid available to disadvantaged students. Training applications addressing this topic also should give particular attention to:

- (1) how projects can work with financial aid offices to provide a student sufficient financial assistance to meet his or her full financial need while maintaining the student's loan burden at a manageable level; and
- (2) how projects can help a student interested in enrolling in a graduate program secure graduate fellowships or assistantships.
- (3) the new grant aid provision in Student Support Services.

All model projects relating to educational technology should be submitted under the priority, "use of educational technology" and not under this priority.

The Design and Operation of Model TRIO Projects. The goal of this subject area is to provide opportunities to share effective practices such as counseling, academic advising, mentoring, providing training for TRIO personnel on the design and operation of model TRIO projects. Applicants addressing this priority should document their knowledge and experience in identifying model programs and/or practices and with assessing current TRIO operations for the purpose of offering innovative techniques for both the creation and operation of model projects. Applications addressing model training in curriculum and instruction and support services for persons of limited proficiency in English are encouraged.

Use of Educational Technology. In recognition of the important role technology can play in the education of students, the Higher Education Amendments of 1998 included for the first time, the use of educational technology among the list of training subject areas to be offered annually to TRIO directors and staff. The Secretary seeks to fund applications proposing to teach TRIO staff effective strategies for using technology in a variety of ways, including:

- (1) innovative technology-based instructional programs in various subject areas, such as math, science, literature, history;
- (2) technology-based programs to equip disadvantaged students with the knowledge and skills to succeed in postsecondary education and compete for jobs that now require the use of new and sophisticated technologies;
- (3) technology-based service delivery (i.e., counseling, academic and career advising, achievement and admissions testing);
- (4) use of technology to provide better access to educational opportunities; and
- (5) use of technology for effective project management, including recordkeeping.

In addition, the Secretary has chosen the following four other subject areas:

Retention and Graduation Strategies. The Secretary has identified training in effective retention and graduation strategies as one of the subject areas for this competition. Interested applicants should address innovative training designed to equip TRIO project personnel with successful strategies for retaining and graduating students. Applicants addressing this subject area should include documentation of:

- (1) their expertise in evaluating and assessing current strategies that could be or currently used by TRIO projects to retain and graduate their students;
- (2) their qualifications to assist TRIO personnel in enhancing or revising their plans;
- (4) their awareness of the needed systems of support to ensure retention and graduation; and
- (5) follow-up activities to determine the projects' outcomes in these areas as a result of the training.

Counseling. The Secretary has identified training in effective counseling as a subject area that is a direct service and is central to all of the five distinct TRIO programs targeted to serve students. Studies show that having regular access to appropriate counseling is instrumental to the successful completion of education programs for low-income, first generation college and disabled students. Applications from applicants with experience in training counselors in a cross-cultural approach to active counseling are encouraged. Given the cultural diversity of the students served by the TRIO programs, emphasis should be placed on strategies to sensitize TRIO personnel involved in counseling students. Applicants should document their expertise in equipping

practitioners with strategies and techniques for a holistic approach to counseling. In addition, trainers must be qualified to assess current strategies employed, be able to distinguish between academic advising and counseling, and be able to provide TRIO personnel with the skills required to enhance and expand their current counseling programs as appropriate. Emphasis should also be placed on the need to provide counseling that will not only encourage and inspire but will result in students who graduate from two-year institutions pursuing four-year programs and for graduates of four-year colleges and universities enrolling in graduate programs.

Reporting Student and Project Performance. The Secretary seeks applications proposing to train TRIO directors and staff in effective strategies and techniques for collecting and analyzing data and reporting student and project performance. Training applications addressing this subject area should give particular attention to:

- (1) storing and retrieving participant data;
- (2) strategies for participant follow-up (tracking);
- (3) using program data and other data as appropriate (i.e., comparison groups, national studies) to determine the impact of project services on the educational progress of project participants; and
- (4) presenting data to effectively inform interested stakeholders of program outcomes and effectiveness.

Coordinating Project Activities with Other Available Resources and Activities.

Under Section 402A of the HEA of 1965, as amended, the Secretary encourages TRIO projects to coordinate with other programs for disadvantaged students operated by the sponsoring institution or agency, regardless of the funding source of such programs. In addition, the Secretary permits TRIO Directors to administer additional programs for disadvantaged students operated by the sponsoring institution or agency. Thus, the Secretary seeks to fund projects that propose training on:

- (1) the benefits to TRIO programs of coordinating projects activities with similar campus-based programs;
- (2) strategies for forgoing partnerships and collaborative relationships with other agencies to ensure that TRIO students benefit from other resources and activities available to them; and
- (3) techniques for effectively managing multiple projects with similar goals but different funding requirements.

In addition to the training subject areas addressed above, the Secretary also seeks to fund projects that propose to use technology to coordinate project activities with other available resources and activities. Applicants should document the degree to which they have experience in centralizing and disseminating information through electronic media so that TRIO projects nationally have access to such information. Further, applicants should discuss their experience in training TRIO personnel in the use of such technology and present plans for evaluating the effectiveness of this approach to disseminating information.

PART 642--TRAINING PROGRAM FOR FEDERAL TRIO PROGRAMS

[Code of Federal Regulations][Title 34, Volume 3][Revised as of July 1, 2001]From the U.S. Government Printing Office via GPO Access [CITE: 34CFR642.1][Page 289] TITLE 34--EDUCATION CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION PART 642--TRAINING PROGRAM FOR FEDERAL TRIO PROGRAMS—

Table of Contents Subpart A--General Sec. 642.1 Training Program for Federal TRIO Programs.

The Training Program for Federal TRIO Programs--referred to in these regulations as the Training Program--provides Federal financial assistance to train the staff and leadership personnel employed in, or preparing for employment in, Federal TRIO Program projects. (Authority: 20 U.S.C. 1070a-17)[58 FR 51519, Oct. 1, 1993]

[Code of Federal Regulations][Title 34, Volume 3][Revised as of July 1, 2001] From the U.S. Government Printing Office via GPO Access[CITE: 34CFR642.2][Page 289] TITLE 34--EDUCATION CHAPTER VI--OFFICE OF POSTSECONDARY EDUCATION, DEPARTMENT OF EDUCATION PART 642--TRAINING PROGRAM FOR FEDERAL TRIO PROGRAMS—

Table of Contents Subpart A--General Sec. 642.2 Eligible applicants. The following are eligible to apply for a grant to carry out a Training Program project:

- (a) Institutions of higher education.
 - (b) Public and private nonprofit agencies and organizations.
- (Authority: 20 U.S.C. 1070a-17)

Table of Contents Subpart A--General Sec. 642.3 Eligible participants. The following are eligible for training under this program:

- (a) Leadership personnel and full and part-time staff members of projects under the Federal TRIO Programs.
- (b) Individuals preparing for employment as staff or leadership personnel in projects under the Federal TRIO Programs.

(Authority: 20 U.S.C. 1070a-17)[47 FR 17788, Apr. 23, 1982, as amended at 58 FR 51519, Oct. 1, 1993]

Table of Contents Subpart A--General Sec. 642.4 Regulations that apply to the Training Program.

The following regulations apply to the Training Program:

- (a) The Education Department General Administrative Regulations (EDGAR) as follows:
 - (1) 34 CFR part 74 (Administration of Grants to Institutions of Higher Education, Hospitals, and Nonprofit Organizations).
 - (2) 34 CFR part 75 (Direct Grant Programs).
 - (3) 34 CFR part 77 (Definitions that Apply to Department Regulations).

- (4) 34 CFR part 79 (Intergovernmental Review of Department of Education Programs and Activities).
 - (5) 34 CFR part 82 (New Restrictions on Lobbying).
 - (6) 34 CFR part 85 (Governmentwide Debarment and Suspension (Nonprocurement) and Governmentwide Requirements for Drug-Free Workplace (Grants)).
 - (7) 34 CFR part 86 (Drug-Free Schools and Campuses).
- (b) The regulations in this part 642.
 (Authority: 20 U.S.C. 1070a-11 and 1070-17) [47 FR 17788, Apr. 23, 1982, as amended at 58 FR 51519, Oct. 1, 1993]

Table of Contents Subpart A--General Sec. 642.5 Definitions that apply to the Training Program.

- (a) Definitions in EDGAR. The following terms used in this part are defined in 34 CFR part 77:

Applicant	Grantee
Application	Nonprofit
Award	Private
Budget	Project
EDGAR	Project period
Equipment	Public
Facilities	Secretary
Fiscal year	State
Grant	Supplies

- (b) Definitions that apply to this part. The following definitions apply to this part:
- Act means the Higher Education Act of 1965, as amended. [[Page 290]]
- Federal TRIO Programs means the Upward Bound, Talent Search, Student Support Services, Educational Opportunity Centers, and Ronald E. McNair Postbaccalaureate Achievement Programs.
- (Authority: 20 U.S.C. 1001 et seq., 1070a-11, 1070-17, 1088, 1141, and 1144a)
- Institution of higher education means an educational institution as defined in section 481, 1201(a), or 1204 of the Act.
- Leadership personnel means project directors, coordinators, and other individuals involved with the supervision and direction of projects under the Federal TRIO Programs. 47 FR 17788, Apr. 23, 1982, as amended at 54 FR 7737, Feb. 22, 1989; 57 FR 9005, Mar. 13, 1992; 58 FR 51519, Oct. 1, 1993

Table of Contents Subpart B--What Kinds of Projects Does the Secretary Assist Under This Program?--General Sec. 642.10 Activities the Secretary assists under the Training Program.

- (a) A Training Program project trains the staff and leadership personnel of Federal TRIO Program projects to enable them to more effectively operate those projects.

- (b) A Training Program project may include conferences, internships, seminars, workshops, and the publication of manuals designed to improve the operations of Federal TRIO Program projects.
 - (c) Each year, one or more Training Program projects must provide training for new project directors.
 - (d) Each year, one or more Training Program projects must offer training covering the following topics:
 - (1) The legislative and regulatory requirements for operating Federal TRIO Programs.
 - (2) Assisting students to obtain adequate student financial assistance from programs authorized under Title IV of the Act, as well as from other sources.
 - (3) The design and operation of model Federal TRIO Program projects.
- (Authority: 20 U.S.C. 1070a-17)[58 FR 51519, Oct. 1, 1993]Subpart C [Reserved]

Subpart D--How Does the Secretary Make a Grant?--General Sec. 642.30 How the Secretary evaluates an application for a new award.

- (a) The Secretary evaluates an application on the basis of the criteria in Sec. 642.31.
 - (1) The Secretary awards up to 100 points for these criteria.
 - (2) The maximum possible score for each complete criterion is indicated in the parentheses next to the heading of that criterion.
 - (b) In addition, for applicants that have conducted a Training Program project within the three fiscal years prior to the fiscal year for which the applicant is applying, the Secretary considers the experience of the applicant on the basis of Sec. 642.32.
- (Authority: 20 U.S.C. 1070d, 1070d-1d)

Subpart D--How Does the Secretary Make a Grant?--General Sec. 642.31 Selection criteria the Secretary uses. The Secretary uses the criteria in paragraphs (a) through (f) of this section to evaluate applications:

- (a) Plan of operation. (20 points)
 - (1) The Secretary reviews each application for information that shows the quality of the plan of operation for the project.
 - (2) The Secretary looks for information that shows—
 - (i) High quality in the design of the project;
 - (ii) An effective plan of management that insures proper and efficient administration of the project;
 - (iii) A clear description of how the objectives of the project relate to the purpose of the program;
 - (iv) The way the applicant plans to use its resources and personnel to achieve each objective; and

- (v) A clear description of how the applicant will provide equal access and treatment for eligible project participants who are members of groups that have been traditionally underrepresented, such as—
 - (A) Members of racial or ethnic minority groups;
 - (B) Women;
 - (C) Handicapped persons; and
 - (D) The elderly.
- (b) Quality of key personnel. (20 points)
 - (1) The Secretary reviews each application for information that shows the qualifications of the key personnel the applicant plans to use on the project.
 - (2) The Secretary looks for information that shows—
 - (i) The qualifications of the project director;
 - (ii) The qualifications of each of the other key personnel to be used in the project;
 - (iii) The time that each person referred to in paragraphs (b)(2)(i) and (ii) of this section plans to commit to the project; and
 - (iv) The extent to which the applicant, as part of its nondiscriminatory employment practices, encourages applications for employment from persons who are members of groups that have been traditionally underrepresented, such as—
 - (A) Members of racial or ethnic minority groups;
 - (B) Women;
 - (C) Handicapped persons; and
 - (D) The elderly.
 - (3) To determine the qualifications of a person, the Secretary considers evidence of past experience and training, in fields related to the objectives of the project, as well as other information that the applicant provides.
- (c) Budget and cost effectiveness. (10 points)
 - (1) The Secretary reviews each application for information that shows that the project has an adequate budget and is cost effective.
 - (2) The Secretary looks for information that shows—
 - (i) The budget for the project is adequate to support the project activities; and
 - (ii) Costs are reasonable in relation to the objectives of the project.
- (d) Evaluation plan. (10 points)
 - (1) The Secretary reviews each application for information that shows the quality of the evaluation plan for the project.
 - (2) The Secretary looks for information that shows methods of evaluation that are appropriate for the project and, to the extent possible, are objective and produce data that are quantifiable.
- (e) Adequacy of resources. (15 points)
 - (1) The Secretary reviews each application for information that shows that the applicant plans to devote adequate resources to the project.
 - (2) The Secretary looks for information that shows—
 - (i) The facilities that the applicant plans to use are adequate; and
 - (ii) The equipment and supplies that the applicant plans to use are adequate.

(f) Need. (25 points)

(1) The Secretary reviews each application for information that shows a need for a Training Program project.

(2) The Secretary looks for information that shows—

- (i) The extent to which the proposed training addresses a specific need not addressed by other training projects available to Federal TRIO Programs personnel;
- (ii) The extent to which the proposed training addresses a significant training need in the region(s) to be served; and
- (iii) The extent to which the proposed training addresses needs that are consistent with the topics required by statute and other topics chosen as priorities by the Secretary as authorized under Sec. 642.34.

(Authority: 20 U.S.C. 1070a-11 and 1070a-17)[47 FR 17788, Apr. 23, 1982, as amended at 58 FR 51519, Oct. 1, 1993] Effective Date Note: At 58 FR 51519, Oct. 1, 1993 in Sec. 642.31, paragraph (f)(2)(i) was amended by removing "Special Programs" and adding "Federal TRIO Programs" in their place, and (f)(2)(iii) was revised. This section contains information collection and recordkeeping requirements and will not become effective until approval has been given by the Office of Management and Budget.

Subpart D--How Does the Secretary Make a Grant? --General Sec. 642.32 Prior experience. (a)(1)

The Secretary gives priority to each applicant that has conducted a Training Program project under title IV-A-4 of the Higher Education Act within the three fiscal years prior to the fiscal year for which the applicant is applying.

(2) To determine the number of priority points to be awarded each eligible applicant, the Secretary considers the applicant's prior experience of service delivery in accordance with paragraphs (b) and (c) of this section.

(b)(1) The Secretary may add from one to eight points to the point score obtained on the basis of the selection[[Page 292]]criteria in Sec. 642.31, based on the applicant's success in meeting the administrative requirements and programmatic objectives of paragraph (c) of this section.

(2) The maximum possible score for each criterion is indicated in the parentheses preceding the criterion.

(c)The Secretary--based on information contained in one or more of the following: Performance reports, audit reports, training site visit reports, evaluations by participants, project evaluation reports, the previously funded application, the negotiated program plan(s), and the application under consideration--looks for information that shows—

(1) (2 points) The extent to which the project has served the number and kinds of training participants it was funded to serve;

(2) (2 points) The extent to which participants benefited from training in areas such as—

- (i) Increased qualifications and skills in meeting the needs of disadvantaged students; and
- (ii) Increased knowledge and understanding of the Federal TRIO Programs;

(3) (2 points) The extent to which the applicant has achieved other goals and objectives as stated in the previously funded application or negotiated program plan; and

(4) (2 points) The extent to which the applicant has met the administrative requirements—including recordkeeping, reporting, and financial accountability—under the terms of the previously funded award.

(Authority: 20 U.S.C. 1070a-11)[47 FR 24973, June 8, 1982, as amended at 58 FR 51520, Oct. 1, 1993]

Subpart D--How Does the Secretary Make a Grant?--General Sec. 642.33 Geographic distribution.

The Secretary, to the greatest extent possible, awards grants for Training Program projects that will be carried out in all of the regions of the Nation in order to assure accessibility to prospective training participants.

(Authority: 20 U.S.C. 1070a-17)

Subpart D--How Does the Secretary Make a Grant?--General Sec. 642.34 Priorities for funding.

(a) The Secretary, after consultation with regional and State professional associations of persons having special knowledge with respect to the training needs of Special Programs personnel, may select one or more of the following subjects as training priorities:

- (1) Basic skills instruction in reading, mathematics, written and oral communication, and study skills.
- (2) Counseling.
- (3) Assessment of student needs.
- (4) Academic tests and testing.
- (5) College and university admissions policies and procedures.
- (6) Student financial aid.
- (7) Cultural enrichment programs.
- (8) Career planning.
- (9) Tutorial programs.
- (10) Retention and graduation strategies.
- (11) Support services for persons of limited proficiency in English.
- (12) Support services for physically handicapped persons.
- (13) Strategies for preparing students for doctoral studies.
- (14) Project evaluation.
- (15) Budget management.
- (16) Personnel management.
- (17) Reporting student and project performance.
- (18) Coordinating project activities with other available resources and activities.
- (19) General project management for new directors.
- (20) Legislative and regulatory requirements for the operation of programs.
- (21) The design and operation of model programs for projects funded under the Federal TRIO Programs.
 - (b) The Secretary annually funds training on the subjects listed in paragraphs (a)(6), (19), (20), and (21) of this section.
 - (c) The Secretary may consider an application for a Training Program project that does not address one of the established priorities if the applicant addresses another significant training need in the local area being served by the Federal TRIO Programs.

(Authority: 20 U.S.C. 1070a-11 and 1070a-17)

Subpart E--What Conditions Must Be Met by a Grantee?--General Sec. 642.40 Allowable costs.

Allowable project costs may include the following costs reasonably related to carrying out a Training Program project:

- (a) Rental of space, if space is not available at a sponsoring institution and if the space is not owned by a sponsoring institution.
 - (b) Printing.
 - (c) Postage.
 - (d) Purchase or rental of equipment if approved in writing by the Secretary.
 - (e) Consumable supplies.
 - (f) Transportation costs for participants and training staff.
 - (g) Lodging and subsistence costs for participants and training staff.
 - (h) Transportation costs, lodging and subsistence costs and fees for consultants, if any.
 - (i) Honorariums for speakers who are not members of the staff or consultants to the project.
 - (j) Other costs that are specifically approved in advance and in writing by the Secretary.
- (Authority: 20 U.S.C. 1070a-11 and 1070a-17)

Subpart E--What Conditions Must Be Met by a Grantee?--General Sec. 642.41 Nonallowable costs.

Costs that may not be charged against a grant under this program include the following:

- (a) Research not directly related to the evaluation or improvement of the project.
- (b) Construction, renovation, or remodeling of any facilities.

(c) Stipends, tuition fees, and other direct financial assistance to trainees other than those participating in internships.

(Authority: 20 U.S.C. 1070a-11 and 1070a-17)

Instructions for Transmitting Applications

An application for an award must be mailed or hand delivered by the closing date.

Applications Delivered by Mail

An application sent by mail must be addressed to the U.S. Department of Education, Application Control Center, Attention: CFDA Number 84.103A, Training Program for Federal TRIO Programs, Regional Office Building #3, Room 3633, 7th and D Streets, SW, Washington, DC 20202-4725.

An application must show proof of mailing consisting of one of the following:

- (1) A legibly dated U.S. Postal Service Postmark;
- (2) A legible mail receipt with the date of mailing stamped by the U.S. Postal Service;
- (3) A dated shipping label, invoice, or receipt from a commercial carrier; or
- (4) Any other proof of mailing acceptable to the U.S. Secretary of Education.

If an application is sent through the U.S. Postal Service, the Secretary does not accept either of the following as proof of mailing:

- (1) A private metered postmark; or
- (2) A mail receipt that is not dated by the U.S. Postal Service.

An applicant should note that the U.S. Postal Service does not uniformly provide a dated postmark. Before relying on this method, an applicant should check with its local post office.

An applicant is encouraged to use registered or at least first class mail.

Each late applicant will be notified that its application will not be considered.

Applications Delivered by Hand\Courier Service

An application that is hand delivered must be taken to the U.S. Department of Education, Application Control Center, Room 3633, Regional Office Building #3, 7th and D Streets, SW, Washington, DC, 20202-4725.

The Application Control Center will accept deliveries between 8:00 a.m. and 4:30 p.m. (Washington, DC time) daily, except Saturdays, Sundays, and Federal holidays.

Individuals delivering applications must use the D Street Entrance. Proper identification is necessary to enter the building.

In order for an application sent through a Courier Service to be considered timely, the Courier Service must be in receipt of the application on or before the closing date.

This publication by the U.S. Department of Education is an unofficial version of the State Single Point of Contact (SPOC) List published by the Office of Management and Budget (OMB). This publication incorporates the most recent revisions made by OMB. The Department has made every effort to ensure the accuracy of the information contained in this unofficial version. However, the only official version of the State Single Point of Contact (SPOC) List is posted on the Grants Management section of the OMB web site

<http://www.whitehouse.gov/omb/grants/spoc.html>. You may save a text version of this document at the aforementioned site. Please note it will be necessary to put a row of space between each state listing.

STATE SINGLE POINTS OF CONTACT (SPOCs)

It is estimated that in 2001, the Federal Government will outlay \$305.6 billion in grants to State and local governments. Executive Order 12372, "Intergovernmental Review of Federal Programs," was issued with the desire to foster the intergovernmental review of proposed Federal financial assistance and direct Federal development. The Order allows each State to designate an entity to perform this function. Below is the official list of those entities. For those States that have a home page for their designated entity, a direct link has been provided on the official version <http://www.whitehouse.gov/omb/grants/spoc.html>. **States that are not listed on this page have chosen not to participate in the intergovernmental review process, and therefore do not have a SPOC. If you are located within one of these States, you may still send application material directly to a Federal awarding agency.**

<p style="text-align: center;">ARKANSAS</p> <p>Tracy L. Copeland Manager, State Clearinghouse Office of Intergovernmental Services Department of Finance and Administration 1515 7th Street, Room 412 Little Rock, Arkansas 72203 Telephone: (501) 682-1074 FAX: (501) 682-5206 Tlcopeland@dfa.state.ar.us</p>	<p style="text-align: center;">CALIFORNIA</p> <p>Grants Coordination State Clearinghouse Office of Planning and Research P.O. Box 3044, Room 222 Sacramento, California 95812-3044 Telephone: (916) 445-0613 FAX: (916) 323-3018 State.clearinghouse@opr.ca.gov</p>
<p style="text-align: center;">DELAWARE</p> <p>Charles H. Hopkins Executive Department Office of the Budget 540 S. Dupont Highway , 3rd Floor Dover, Delaware 19901 Telephone: (302) 739-3323 FAX: (302) 739-5661 Chopkins@state.de.us</p>	<p style="text-align: center;">DISTRICT OF COLUMBIA</p> <p>Ron Seldon Office of Grants Management and Development 717 14th Street, NW, Suite 1200 Washington, DC 20005 Telephone: (202) 727-1705 FAX: (202) 727-1617 Ogmd-ogmd@dcgov.org</p>
<p style="text-align: center;">FLORIDA</p> <p>Cherie L. Trainor Florida State Clearinghouse Department of Community Affairs 2555 Shumard Oak Blvd. Tallahassee, Florida 32399-2100 Telephone: (850) 922-5438 Telephone: (850) 414-5495 (direct)</p>	<p style="text-align: center;">GEORGIA</p> <p>Georgia State Clearinghouse 270 Washington Street, SW Atlanta, Georgia 30334 Telephone: (404) 656-3855 FAX: (404) 656-7901 Gach@mail.opb.state.ga.us</p>

FAX: (850) 414-0479 Cherie.trainor@dca.state.fl.us	
ILLINOIS Virginia Bova Department of Commerce and Community Affairs James R. Thompson Center 100 West Randolph, Suite 3-400 Chicago, Illinois 60601 Telephone: (312) 814-6028 FAX: (312) 814-8485 vbova@commerce.state.il.us	IOWA Steven R. McCann Division of Community and Rural Development Iowa Department of Economic Development 200 East Grand Avenue Des Moines, Iowa 50309 Telephone: (515) 242-4719 FAX: (515) 242-4809 Steve.mccann@ided.state.ia.us
KENTUCKY Ron Cook Department for Local Government Kentucky State Clearinghouse 1024 Capital Center Drive, Suite 340 Frankfort, Kentucky 40601 Telephone: (502) 573-2382 FAX: (502) 573-0175 Ron.cook@mail.state.ky.us	MAINE Joyce Benson State Planning Office 184 State Street 38 State House Station Augusta, Maine 04333 Telephone: (207) 287-3261 Telephone: (207) 1461 (direct) FAX: (207) 287-6489 Joyce.benson@state.me.us
MARYLAND Linda Janey Manager, Clearinghouse and Plan Review Unit Maryland Office of Planning 301 W. Preston Street – Room 1104 Baltimore, Maryland 21201-2305 Telephone: (410) 767-4490 FAX: (410) 767-4480 linda@mail.op.state.md.us	MICHIGAN Mr. Richard Pfaff Southeast Michigan Council of Governments 660 Plaza Drive – Suite 1900 Detroit, Michigan 48226 Telephone: (313) 961-4266 FAX: (313) 961-4869 pfaff@semcog.org
MISSISSIPPI Cathy Mallette Clearinghouse Officer Department of Finance and Administration 550 High Street 303 Walters Sillers Building Jackson, Mississippi 39201-3087 Telephone: (601) 359-6762 FAX: (601) 359-6758	MISSOURI Lois Pohl Federal Assistance Clearinghouse Office of Administration P.O. Box 809 Jefferson Building, Room 915 Jefferson City, Missouri 65102 Telephone: (573) 751-4834 FAX: (573) 522-4395 pohl@mail.oa.state.mo.us

<p style="text-align: center;">NEVADA</p> <p>Heather Elliott Department of Administration State Clearinghouse 209 East Musser Street, Room 200 Carson City, Nevada 89701-4298 Telephone: (775) 684-0209 FAX: (775) 684-0260 Helliot@govmail.state.nv.us</p>	<p style="text-align: center;">NEW HAMPSHIRE</p> <p>Jeffrey H. Taylor Director, New Hampshire Office of State Planning Attn: Intergovernmental Review Process Mike Blake 2½ Beacon Street Concord, New Hampshire 03301 Telephone: (603) 271-2155 FAX: (603) 271-1728 Jtaylor@osp.state.nh.us</p>
<p style="text-align: center;">NEW MEXICO</p> <p>Ken Hughes Local Government Division Room 201, Bataan Memorial Building Santa Fe, New Mexico 87503 Telephone: (505) 827-4370 FAX: (505) 827-4948 Khughes@dfa.state.nm.us</p>	<p style="text-align: center;">NORTH CAROLINA</p> <p>Jeanette Furney Department of Administration 1302 Mail Service Center Raleigh, North Carolina 27699-1302 Telephone: (919) 807-2323 FAX: (919) 733-9571 Jeanette.furney@ncmail.net</p>
<p style="text-align: center;">NORTH DAKOTA</p> <p>Jim Boyd Division of Community Services 600 East Boulevard Ave, Dept 105 Bismark, North Dakota 58505-0170 Telephone: (701) 328-2094 FAX: (701) 328-2308 Jboyd@state.nd.us</p>	<p style="text-align: center;">RHODE ISLAND</p> <p>Kevin Nelson Department of Administration Statewide Planning Program One Capitol Hill Providence Rhode Island 02908-5870 Telephone: (401) 222-2093 FAX: (401) 222-2083 knelson@doa.state.ri.us</p>
<p style="text-align: center;">SOUTH CAROLINA</p> <p>Omeagia Burgess Budget and Control Board Office of State Budget 1122 Ladies Street – 12th Floor Columbia, South Carolina 29201 Telephone: (803) 734-0494 FAX: (803) 734-0645 Aburgess@budget.state.sc.us</p>	<p style="text-align: center;">TEXAS</p> <p>Denise S. Francis Director, State Grants Team Governor's Office of Budget and Planning P.O. Box 12428 Austin, Texas 78711 Telephone: (512) 305-9415 FAX: (512) 936-2681 dfrancis@governor.state.tx.us</p>
<p style="text-align: center;">UTAH</p> <p>Carolyn Wright Utah State Clearinghouse Governor's Office of Planning and Budget State Capitol, Room 114 Salt Lake City, Utah 84114 Telephone: (801) 538-1535 FAX: (801) 538-1547 cwright@gov.state.ut.us</p>	<p style="text-align: center;">WEST VIRGINIA</p> <p>Fred Cutlip, Director Community Development Division West Virginia Development Office Building #6, Room 553 Charleston, West Virginia 25305 Telephone: (304) 558-4010 FAX: (304) 558-3248 fcutlip@wvdo.org</p>
<p style="text-align: center;">WISCONSIN</p> <p>Jeff Smith Section Chief, Federal/State Relations Wisconsin Department of Administration</p>	<p style="text-align: center;">AMERICAN SAMOA</p> <p>Pat M. Galea'i Federal Grants/Programs Coordinator</p>

101 East Wilson Street – 6 th Floor P.O. Box 7868 Madison, Wisconsin 53707 Telephone: (608) 266-0267 FAX: (608) 267-6931 jeffrey.smith@doa.state.wi.us	Office of Federal Programs Office of the Governor/Department of Commerce American Samoa Government Pago Pago, American Samoa 96799 Telephone: (684) 633-5155 Fax: (684) 633-4195 pmgaleai@samoatelco.com
<p style="text-align: center;">GUAM</p> Director Bureau of Budget and Management Research Office of the Governor P.O. Box 2950 Agana, Guam 96932 Telephone: 011-671-472-2285 FAX: 011-671-472-2825 jer@ns.gov.gu	<p style="text-align: center;">PUERTO RICO</p> Jose Caballero / Mayra Silva Puerto Rico Planning Board Federal Proposals Review Office Minillas Government Center P.O. Box 41119 San Juan, Puerto Rico 00940 Telephone: (787) 723-6190 FAX: (787) 722-6783
<p style="text-align: center;">NORTHERN MARIANA ISLANDS</p> Ms. Jacoba T. Seman Federal Programs Coordinator Office of Management and Budget Office of the Governor Saipan, MP 96950 Telephone: (670) 664-2256 FAX: (670) 664-2272 omb.jseman@saipan.com	<p style="text-align: center;">VIRGIN ISLANDS</p> Ira Mills Director, Office of Management & Budget # 41 Norregade Emancipation Garden Station, Second Floor Saint Thomas, Virgin Islands 00802 Telephone: (340) 774-0750 FAX: (787) 776-0069 Irmills@usvi.org

Changes to this list can be made only after OMB is notified by a State's officially designated representative. E-mail messages can be sent to grants@omb.eop.gov. If you prefer, you may send correspondence to the following postal address:

Attn: Grants Management
Office of Management and Budget
New Executive Office Building, Suite 6025
725 17th Street, NW
Washington, DC 20503

Information on the Awards Process

INTRODUCTION: The following information supplements the information provided in the “Dear Applicant” letter, the “Notice Inviting Applications for New Awards,” Funding Priorities for Fiscal Year 2002, and the remainder of this application booklet.

A. Prior Experience

Training projects previously funded for program years 1998-99, 1999-00, and 2000-01 are eligible to receive up to 15 additional points for prior experience.

B. Length of Awards

Applicants for new awards may apply for a maximum of two years (24 months) of funding.

C. Evaluation of Applications for Awards

A panel of experts who are not employees of the Federal government will review each application. Each reviewer will prepare a written evaluation of the application and assign points for each selection criterion. The Department will use the reviewers' comments and scores in making funding decisions.

D. Selection of Grantees

Program staff of the Office of Federal TRIO Programs will make funding recommendations to the Deputy Assistant Secretary for Higher Education Programs who approves the awards with the concurrence of the Assistant Secretary for Postsecondary Education.

E. Notice to Successful Applicants

The Department's Office of Legislation and Congressional Affairs will inform the appropriate members of Congress regarding applicants approved for a grant under the program. Successful applicants will be notified by mail shortly after the Congress is notified. No funding information will be released before the Congress is notified.

F. Notice to Unsuccessful Applicants

Unsuccessful applicants will be notified in writing following the notice to successful applicants. All applicants will be notified of the status of their application no later than July 31, 2002.

Guidance on Section 427 of GEPA (General Education Provisions Act)

Thank you for your interest in these programs. The purpose of this enclosure is to inform you about a new provision in the Department of Education's General Education Provisions Act (GEPA) that applies to applicants competing for new grant awards under Department's programs. This provision is Section 427 of GEPA, enacted as part of the Improving America's Schools Act of 1994 (Pub. L. 103-382).

To Whom Does This Provision Apply?

Section 427 of GEPA affects applicants competing for new discretionary grant awards under this program. **All applicants competing for new awards must include information in their applications that addresses this new provision in order to receive funding under this program.**

What Does This Provision Require?

Section 427 requires each applicant who competes for funds (other than an individual person) to include in the application a description of the steps the applicant proposes to take to ensure equitable access to, and participation in, its Federally-assisted program for students, teachers, and other program beneficiaries with special needs.

This Section allows applicants discretion in developing the required description. The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, or age. Based on local circumstances, you can determine whether these or other barriers may prevent your students, teachers, etc. from such access or participation. Your description need not be lengthy; you may provide a clear and succinct description of how you plan to address those barriers that are applicable to your circumstances. In addition, the information may be provided in a single narrative, or, if appropriate, may be discussed in connection with related topics in the application.

Section 427 is not intended to duplicate the requirements of civil rights statutes, but rather to ensure that, in designing their projects, applicants for Federal funds address equity concerns that may affect the ability of certain potential beneficiaries to fully participate in the project and to achieve to high standards. Consistent with program requirements and its approved application, an applicant may use the Federal funds awarded to it to eliminate barriers it identifies.

What are Examples of How an Applicant Might Satisfy the Requirement of This Provision?

The following examples may help illustrate how an applicant may comply with Section 427.

- (1) An applicant who proposes to carry out an adult literacy project serving, among others, adults with limited English proficiency, might describe in its application how it intends to distribute a brochure about the proposed project to such potential participants in their native language.
- (2) An applicant who proposes to develop instructional materials for classroom use might describe how it will make the materials available on audiotape or in Braille for students who are blind.
- (3) An applicant who proposes to carry out a model science program for secondary students and who is concerned that girls may be less likely than boys to enroll in the course, might indicate how it intends to conduct “outreach” efforts to girls to encourage their enrollment.

We recognize that many applicants may already be implementing effective steps to ensure equity of access and participation in their grant programs, and we appreciate your cooperation in responding to the requirements of this provision.

Information on the Government Performance and Result Act (GPRA)

What is GPRA?

The Government Performance and Results Act of 1993 (GPRA) is a straightforward statute that requires all federal agencies to manage their activities with attention to the consequences of those activities. Each agency is to clearly state what it intends to accomplish, identify the resources required, and periodically report their progress to the Congress. In so doing, it is expected that the GPRA will contribute to improvements in accountability for the expenditures of public funds, improve Congressional decision-making through more objective information on the effectiveness of federal programs, and promote a new government focus on results, service delivery, and customer satisfaction.

How has the Department of Education Responded to the GPRA Requirements?

As required by GPRA, the Department of Education has prepared a strategic plan for 1998-2002. This plan reflects the Department's priorities and integrates them with its mission and program authorities and describes how the Department will work to improve education for all children and adults in the U.S. The Department's goals, as listed in the plan, are:

- Goal 1: Help all students reach challenging academic standards so that they are prepared for responsible citizenship; further learning, and productive employment.*
- Goal 2: Build a solid foundation for learning for all children.*
- Goal 3: Ensure access to postsecondary education and lifelong learning.*
- Goal 4: Make the Department of Education a high performance organization by focusing on results, service quality, and customer satisfaction.*

The performance indicators for the Federal TRIO Programs are part of the Department's plan for meeting Goal 3: Ensure access to postsecondary education and lifelong learning. Among the Department's objectives for Goal 3 are that "secondary school students get the information and support they need to prepare successfully for postsecondary education" and the "postsecondary students receive the financial aid and support services they need to enroll in and complete their educational program."

What are the Performance Indicators for TRIO Training Program?

The Department's specific goal for the Federal TRIO Programs is "to increase participation and completion rates of disadvantaged persons through the academic pipeline." The specific performance indicator for the Training program is to provide training opportunities for approximately 3,000 TRIO personnel each year to improve project management and service delivery.

Instructions for Completing the Application and Forms

The application is divided into five parts. These parts are organized in the same manner that the submitted application should be organized. The sections are as follow:

- Part I: Application Face Sheet
- Part II: Budget Documents
- Part III: Program Narrative
- Part IV: Prior Experience - Department of Education Assurances and Certifications
- Part V: Proposed Training Participants

Mail the **original** and **three copies** of the application to:

U.S. Department of Education
Application Control Center
Attention: (CFDA #: 84.103)
400 Maryland Avenue, SW
Washington, DC 20202-4725

Or

Hand/Courier Delivery of the **original** and **three copies** of the application to:

U.S. Department of Education
Application Control Center
Attention: (CFDA #: 84.103)
Room 3633, Regional Office Building #3
7th and D Streets, SW
Washington, DC

According to the Paperwork Reduction Act of 1995, no person is required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection 1840-0125. The time required to complete this information collection is estimated to average 34 hours per response, including the time to review instructions, search existing data sources, gather the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Washington, DC 20202-4651. **If you have any comments or concerns regarding the status of your individual submission of the form, write directly to:** The Office of the Federal TRIO Programs, U.S. Department of Education, 1990 K Street, NW, 7th Floor, Washington, DC 20006-8510.

Addendum for Face Page of Application for Federal Education Assistance

COMPETITIVE PRIORITY - FISCAL YEAR 2002

In addition to providing the title for the project in item (1) of the face sheet, please check below the number of the subject area the application addresses (see under the competitive priority announced in the "Notice Inviting Applications for New Awards" on page 3 of the application booklet). **SELECT ONLY ONE.** If you select subject area number four (4) "The design and operation of model TRIO projects", indicate the exact title of the training model.

- _____ 1. General project management for new directors.
- _____ 2. Legislative and regulatory requirements applicable to the operation of the Competitive Federal TRIO Programs.
- _____ 3. Student financial aid.
- _____ 4. The design and operation of model TRIO projects.
Title _____
- _____ 5. Educational technology.
- _____ 6. Retention and graduation strategies.
- _____ 7. Counseling.
- _____ 8. Reporting student and project performance.
- _____ 9. Coordinating project activities with other available resources and activities.
- _____ 10. Other
Title _____

NOTE: This completed page must be returned with the application.

Part II -- Instructions for Budget Summary and Narrative

Please use the summary budget form (ED Form No. 524, Sections A and B) to categorize requested costs and non-federal commitment of funds, if any. The detailed budget and any accompanying narrative should provide a detailed breakdown of costs within each budget category and explain the basis for determining the amounts needed for personnel, staff travel, workshop costs, materials preparation, evaluation, and any other costs appropriate for the project.

For this competition, applicants may request funding for up to **two years (24 months)**. As part of the Administration's Reinventing Government Initiative, the Department requires that all applicants for multi-year awards provide detailed budget information for the total grant period requested. Thus, summary budget and detailed budget narratives are needed for each 12-month budget period. Department staff will negotiate the funding levels for each year of the grant award at the time of the initial award.

The funding request may include all costs that are reasonable and associated with carrying out the objectives of the Federal Training TRIO program. Among the costs that may be supported with grant funds are:

Form 524, Section A: BUDGET SUMMARY: U.S. Department of Education Requested Funds

1. Personnel: Enter project personnel salaries and wages only. Fees and expenses for consultants should be included on line 6.
2. Fringe Benefits: The institution's normal fringe benefit contribution may be charged to the program. If benefits exceed twenty percent (20%), an explanation and justification must be provided. Leave this blank if fringe benefits applicable to direct salaries and wages are treated as part of the indirect costs.
3. Travel: Indicate travel of employees and participants only. Travel of consultants, trainees, etc., may not be included in here. Travel costs for consultants should be included under "Contractual".
4. Equipment: Indicate the cost of non-expendable personal property which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. Lower limits may be established to maintain consistency with the applicant's policy.
5. Supplies: Show all tangible personal property except that which is included on line 4.
6. Contractual: Include consultant travel costs and fees.

7. Construction: Not applicable. Leave blank.
8. Other: Indicate all direct costs not covered on lines 1 through 6. Examples are: equipment rental, required fees, communication costs, rental of space, utilities, custodial services, and printing costs.
9. Total Direct Costs: The sum of lines 1 through 8.
10. Indirect Costs: Indirect costs are limited to eight percent (8%) of a modified total direct cost base. To determine the modified total direct base subtract capital expenditures (equipment) of \$5,000 or more from line 9, Total Direct Costs.
11. Training Stipends: Not applicable. Leave this blank.
12. Total Cost (line 12): This should equal the sum of lines 9 and 10 (total direct cost plus indirect costs). This amount should also be equal to item 13a on the application face sheet.

Additional instructions for preparing the budget narrative

In the descriptive budget narrative, explain amounts for individual direct object cost categories that may appear to be out of the ordinary and provide the following details:

Personnel/Salaries. Include a statement that shows the total commitment of time and the total salary to be charged to the project for each member of the project staff. Provide a breakdown of project personnel that includes the position title, the percent of time and number of months committed to the project, and the total salary to be charged to the grant.

Fringe Benefits. Include an explanation and appropriate justification if the institution or agency's normal benefit contribution exceeds 20 percent of salaries.

Staff Travel. Travel expenditures should be detailed as to purpose, objective, and number of persons involved. Transportation costs should not exceed tourist class airfare. For automobile mileage, the established institution or agency rate should be used. Reimbursement is allowed for taxicab, bus, train, or limousine transportation. Per diem at the established institution or agency rate is permitted when an individual is away from home over night on official project business (See OMB Circular A-21, J.48.c - Commercial Air Travel). **No foreign travel will be authorized under the grant.**

The Federal TRIO Programs have developed the following guidelines for recommending approval of travel. All travel must be related to the project's overall purpose and proposed activities.

I. Project Director's Travel – Per Year

- A. One National Conference; **or**
- B. One Regional Meeting; **or**
- C. One State Meeting; and
- D. Travel for participation in one professional staff development

II. Full-time Professional Staff Travel – Per Year

- A. One National, Regional or State Meeting; and
- B. Travel for staff development under the Training Program for Federal TRIO Programs.

Equipment. List items of equipment in the following format: Item, number of items, cost per unit, total cost. Equipment purchases will only be approved if they are necessary to carry out project activities and are fully justified. (Please remember that equipment is defined as non-expendable personal property which has a usefulness of greater than one year and an acquisition cost of \$5,000 or more per unit. However, consistent with an applicant's policy, lower may be established.)

Supplies. Itemize costs for project supplies.

Other. Provide a breakdown of all direct costs not clearly covered by other budget categories. Examples are computer-use charges, equipment rentals communication costs, printing, and consultant services. If the project proposes to use consultants, identify the consultants that will work on the project and the scope of work to be performed by each consultant. Provide a detailed breakdown of the costs (daily fees to be paid, estimated number of days of services, and all travel expenses, including per diem). Cost allowances for consultant fees, honoraria, per diem, and travel should not exceed amounts permitted by comparable institutional or agency policies.

Indirect Cost. Indirect costs are limited to eight percent (8%) of a modified total direct cost base (refer to section 75.562© of the Education Department General Administrative Regulations (EDGAR)).

Part III -- Program Narrative

Prepare the program narrative statement in accordance with the instructions for all new grants in the Education Department Administrative Regulations (EDGAR) in 34 CFR 75.107. The applicant is encouraged to include a one page abstract of the proposed project.

The Secretary evaluates an application on the basis of the criteria in Section 642.31(a-f), of the Training Program regulations. The program narrative should provide in detail the information which addresses each selection criterion. The maximum possible score for each completed criterion is indicated in parentheses next to the criterion. The applicant is urged to address the selection criteria in the following order:

1. NEED [Section 642.31(f)] (25 points)
2. PROJECT DESIGN
 - A. Plan of Operation [Section 642.31(a)] (20 points)
 - B. Evaluation Plan [Section 642.31(d)] (10 points)
3. RESOURCES
 - A. Adequacy of Resources [Section 642.31(e)] (15 points)
 - B. Quality of Key Personnel [Section 642.31(b)] (20 points)
4. Budget [Section 642.31(c)] (10 points)

Total Maximum Score for Selection Criteria	100 points
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The above order is suggested since this is the same order in which the Technical Review Form is organized. The Technical Review Form is used by the reviewers to evaluate the application.

It is suggested that the narrative portion of the application not exceed fifty (50) pages in length.

Additional Suggestions:

- Type and double-space the narrative.
- Number each page of the application.
- The face sheet is the first page of the application.
- **Do not use any binding**, particularly do not in any way damage the scannable forms.
- **Do not** include descriptive materials (brochures, reports, etc.) which are not requested.

Part IV -- Prior Experience

This part is to be completed only by those applicants received funded during the 1998-99, 1999-00 or 2000-01 program years that will be assessed for prior experience.

The applicant should provide detailed information, for each program year, which addresses each of the criterion listed in Section 642.32 of the Training Program for Federal TRIO Programs regulations. Based on the Higher Education Technical Amendments Act of 1992, P.L. 103-208, an applicant may receive up to fifteen (15) additional points.

Part V

Proposed Training Participants for

Project Type	Number of Projects	Number of Staff
Talent Search		
Upward Bound		
Upward Bound Math/Science		
Veterans Upward Bound		
Student Support Services		
Educational Opportunity Centers		
Ronald E. McNair Postbaccalaureate Achievement		

Please note that the number requested under Number of Staff for each project type should be an unduplicated number; thus a proposed staff participant should only be counted one time